



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

August 27, 2024

DIVISION MEMORANDUM
 No. 392 s.2024

**SUBMISSION OF APPLICATIONS FOR ADMINISTRATIVE OFFICER III,
 ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE
 ASSISTANT II (DISBURSING OFFICER II), ADMINISTRATIVE ASSISTANT II
 (CLERK III-SHS) AND ADMINISTRATIVE AIDE VI**

**To: Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Interested Applicants**

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for the following positions:

- ADMINISTRATIVE OFFICER III (ELEMENTARY) – 1 ITEM**
- ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) – 4 ITEMS**
- ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) – 2 ITEMS**
- ADMINISTRATIVE ASSISTANT II (CLERK III) – 4 ITEMS**
- ADMINISTRATIVE AIDE VI- 2 ITEMS**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (If applicable)	
Administrative Officer III	ADOF3-90009-2004	14	35434	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof-2 nd Level	Records Management System, Receiving and releasing, Documentation, Authentication and verification, Reporting, Technical Assistance, School Performance	Elementary
Administrative Assistant III (Senior Bookkeeper)	ADAS3-90082-2018	9	22219	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Salary Administration and Payroll Processing	DO Based-Personnel Section (Payroll Services)
Administrative Assistant III (Senior Bookkeeper)	ADAS3-90002-2017	9	22219	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account	Licuan-Baay District



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								Tracking, Financial Transactions Recording Procedures	
Administrative Assistant III (Senior Bookkeeper)	ADAS3-90007-2014	9	22219	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	San Juan District
Administrative Assistant III (Senior Bookkeeper)	ADAS3-90016-2017	9	22219	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	San Quintin District
Administrative Assistant II ((Disbursing Officer II)	ADAS2-90058-2017	8	20534	Completion of 2 years in college	4 hrs. relevant training preferably in Finance	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Tineg District
Administrative Assistant II ((Disbursing Officer II)	ADAS2-90068-2018	8	20534	Completion of 2 years in college	4 hrs. relevant training preferably in Finance	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Mataragan National Agricultural School
Administrative Assistant II (Clerk III)	ADAS2-90028-2016	8	20534	Completion of 2 years in college	4 hours relevant training	1 yr relevant experience	CS Sub Prof.	Clerical support, Property custodian	Senior HS-San Isidro NHS
Administrative Assistant II (Clerk III)	ADAS2-90041-2016	8	20534	Completion of 2 years in college	4 hours relevant training	1 yr relevant experience	CS Sub Prof.	Clerical support, Property custodian	Senior HS-Boliney NHS
Administrative Assistant II (Clerk III)	ADAS2-90044-2016	8	20534	Completion of 2 years in college	4 hours relevant training	1 yr relevant experience	CS Sub Prof.	Clerical support, Property custodian	Senior HS-Dalit NHS
Administrative Assistant II (Clerk III)	ADAS2-90046-2016	8	20534	Completion of 2 years in college	4 hours relevant training	1 yr relevant experience	CS Sub Prof.	Clerical support, Property custodian	Senior HS-Pilar Rural HS
Administrative Aide VI	ADA6-90020-2014	6	18255	Completion of 2 years in College	None required	None required	CS Sub Prof	Cash Collection, Cash	DO-Cash Section



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Administrative Aide VI	ADA6-90018-2014	6	18255	Completion of 2 years in College	None required	None required	CS Sub Prof	Disbursement Payment and Remittance, Liquidation and Reporting Supplies and Materials, Properties and Equipment, Documents and Records, Security and Custody of properties, Maintenance of SDO Grounds and Facilities, Administrative Services Performance	DO-Supply Section
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3. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents **on or before September 5, 2024** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **5:00 p.m. on September 5, 2024** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	August 27, 2024 – September 5, 2024
b. Initial Evaluation of the Qualification of Applicants	Personnel Section/HRMO	10 working days
c. Posting of Initial Evaluation Result	Personnel Section	15 calendar days
d. Conduct of Comparative Assessment of Applicants	HRMPSB	1 Day
i. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 Day
ii. Signing of CAF	HRMPSB	1 day
e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority	ASDS	1 day



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4. As stipulated in the new guidelines on recruitment, selection, and appointment under DepEd Order No. 007, s.2023, an applicant shall submit the following documentary requirements and should be properly arranged in **one folder** and labeled following the sequence as hereunder presented as follows: **(Bring the original copy during the conduct of interview)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

5. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje**, HRMO at **0965-516-9360** at DepEd Division Office.

6. Immediate dissemination of this memorandum is desired.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

OSDS/Admin/Per/gbc/fbp



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